FAS Telework and Workspace Program (TWP) Updates: Reflecting on a Transformative Year
A time of evolution

- The last two years have brought immense change to how work gets done in FAS. For those on-site, masking, social distancing, daily health screenings and other changes have become a new normal.

- Meanwhile, Zoom meetings, Teams chats, and other virtual forms of collaboration have become the norm for administrative staff working from home.

- Through it all, the one constant has been FAS teammates willingness and ability to learn and adapt to new ways of delivering excellent service to all who depend on us.
Celebrating Our People – on-site staff

- 47% of FAS teammates have worked on-site throughout the pandemic.

- From our shuttle drivers, facilities teams and other CLS service workers, to our UCSF PD, IT field services, supply chain and construction colleagues, we are all grateful to the heroes who have kept onsite operations running during challenging, uncertain times.
Celebrating Our People – remote staff

- 53% of FAS teammates are in roles that can be performed off-site some or most of the time.

- Over the last two years, remote administrative staff have continually adapted, finding creative and efficient ways to meet client needs in a virtual environment.
Our FAS work future – seizing opportunities resulting from changes in how we work

As we navigated this new territory of off-site and on-site operations, we set out to explore what the future of work would look like in FAS, with the FAS Telework and Workspace Program (TWP).
FAS Telework and Workspace Program goals

1. Create an optimal work experience for our people, with flexible working options
   - Allow ongoing telework for work that can be performed remotely
   - If telework isn't working, keep options available to come on-site
   - Provide on-site workspaces that allow for connection and collaboration for hybrid teams working on-site and remotely

2. Reduce FAS administrative space footprint to provide more space for on-site operations and mission-critical needs.
   - Optimize administrative space use through a shared workspace model
   - Outfit a variety of spaces to meet diverse space needs in FAS
How we approached realizing our goals

- Surveyed our people (April ‘21 + Jan ‘22)
- Gathered input from leadership and staff (8 focus groups)
- Developed guiding principles for space
- Completed jobs rosters (1,834 employees)
- Completed telework agreements (1,151!)
- Utilized workstation analysis and visuals
- Performed space test fits with pros and cons
- Conducted site visits
Getting real about space

- Survey and roster data allowed us to understand **how much of a department’s current space they would actually need** going forward.

- These visuals made it clear if we did nothing, space would be **wasted** and **feel empty**.

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**Assigned** workstations for **4-5 days/wk** ppl
(4)

**Shared** workstations for **2-3 days/wk** ppl
(18)

*Based on percentage of employees in each category from telework survey and job roster data*
FAS Admin Space at MCB + Embarc. + 654MN + LH = ~194,000 ASF

- ~48,000 ASF
  - DAILY
    - 45 assigned workstations
    - 5,600 ft
  - 2-3 DAYS / WK
    - 60 shared workstations
    - 7,500 ft
  - SHARED / COLLABORATION WORKSPACE
    - 11,000 ft
  - UCSF Real Estate consolidated workspace at 654MN
    - 12,000 ft

  *Keep 25% of remaining space for critical FAS needs and Check & Adjust ~36,000 ft*

  *Return 75% of remaining space to Chancellor ~110,000 ft*

Does not include UCSF PD or CLS
FAS Work Hubs

- Concentrating FAS teams on 4th floor of MCB
- Creates opportunities to have personal interactions by ensuring spaces are active.
- Spaces will accommodate assigned seats (4-5 days/week), shared (1-3 days/week), and drop-in (1 day/bi-monthly) workers.
- Additional Work Hubs: MCB 6th floor (IT) and 654 Minnesota (RE, Police, CLS, FSC, SVCO)
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Where we are now

- **Steelcase is working on design concepts using furniture we already have.** The goal is to see if any rearranging of existing furniture, storage and equipment is needed to ensure each department’s specific needs are met.

- An operations team from impacted departments is helping to **work through details of configuration and moves.**

- **For March 1: Contact your change agent/department administrator if you are unclear where to go if you need a space on-site.** Drop in space at Parnassus, MCB and 654 Minnesota Street can be made available. Wayne and Gladys Valley Center for Vision Interview Rooms are also available in 2-hour blocks on EMS (MyAccess).